

# Get to Know Your Mac

## Photo Booth

To open Photo Booth, open Finder, then open Applications, then double click on 'Photo Booth'.

### Take a Picture

To take a picture with the built in camera, click the live camera button. The screen will count down from 3 seconds, then flash and take a picture. The picture will show up in the bar below the live camera button. Click on the picture to select it. To take a new picture, click the live camera button again.



### Effects

You can add effects to your picture when you take it by clicking one of the effects buttons. Click the effect you want to apply. If you do not want any effects, click the center effect (Normal).

### Finding your photos

Photo Booth saves your pictures as jpegs in your Pictures folder (in Finder). It will automatically create a Photo Booth folder in the Pictures folder.

You can import your photo into iPhoto to edit, print, etc. by selecting the picture and clicking the iPhoto button.

To easily find your photo for a project you can select your picture from the bar, then click and drag the photo to your desktop. The picture will be copied to the desktop.

## Grab

Use the Grab tool to capture screen shots, menus or parts of your screen. You can select what you want and save it as a picture. Grab saves images as Tiff files, however you can change the file format to jpeg or other Internet friendly file types.

To open Grab, click 'Go' from the menu bar on your desktop, then Utilities. Double click on Grab.

To use the Grab tool, click on Capture from the menu bar. (If Capture does not appear, click on the Grab icon in the doc.)

Capture	Window	Help
Selection		⇧⌘A
Window		⇧⌘W
Screen		⌘Z
Timed Screen		⇧⌘Z

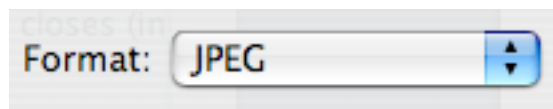
You can capture a:

# Get to Know Your Mac

- *Selection* - great for printing parts of web pages - click 'Selection', then click and drag to form a box around the area of the screen you would like to capture,
- *Window* - will take a picture of any window you select,
- *Screen* - will capture the entire screen, or a
- *Timed Screen* - use this for capturing menus.

Once you capture an image you will be able to name it and save it. From there, it becomes a regular file that you can insert into any document/project or print.

To change the file type, open the image then click File, Save As. Click the 'Format' drop down box to select the file/picture type you would like to use.



## Keyboard Shortcuts to capture your screen

There might be times when you find it easier to use keyboard shortcuts to capture your screen. Use the following keyboard shortcuts:

Note: Images will automatically be saved to the desktop when using keyboard shortcuts.



### Shortcuts for taking pictures of the screen

Use these shortcuts to take pictures of the screen in Mac OS X.

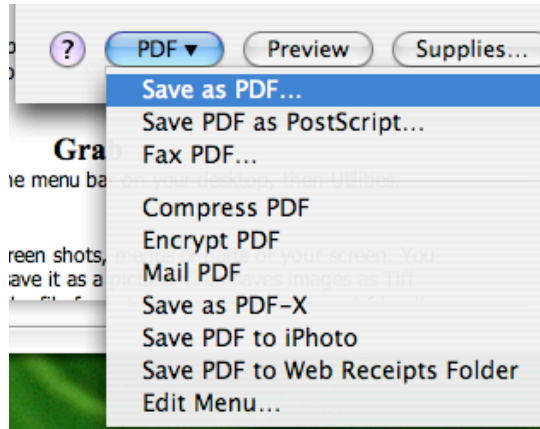
Action	Shortcut
Take a picture of the whole screen	⌘-Shift-3
Take a picture of part of the screen	⌘-Shift-4, then drag to select the area you want in the picture.  To cancel, press Escape.
Take a picture of a window, a menu, the menu bar, or the Dock.	Press ⌘-Shift-4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click.  To drag to select the area instead, press the Space bar again. To cancel, press Escape.

(Picture taken from 'Mac Help')

## Get to Know Your Mac

### Save a File as a PDF

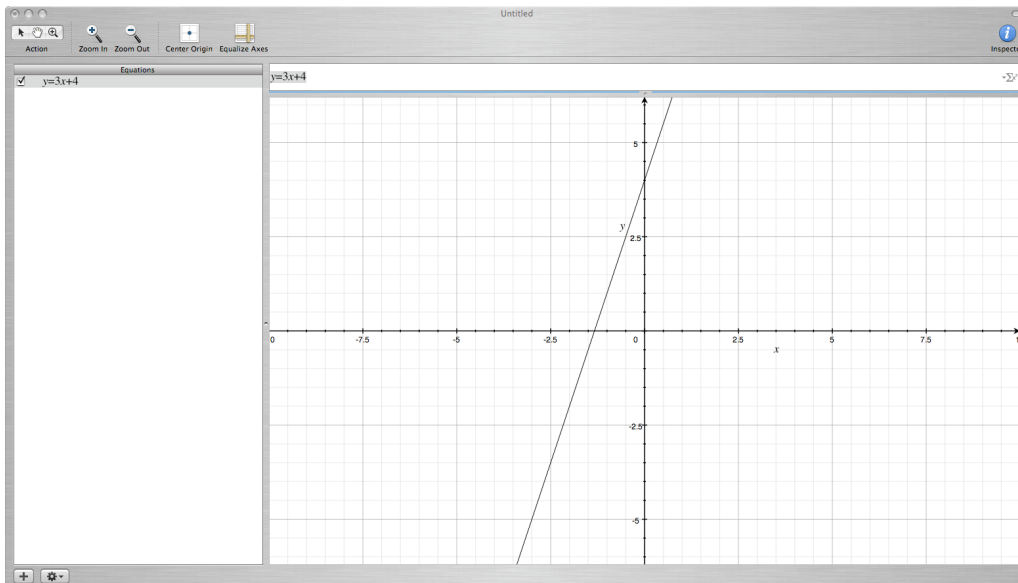
You can save files as PDFs on a Mac. Open the file you want to make a PDF. Click, File, then Print. A new print menu box will appear. Click the 'PDF' dropdown button. Select, 'Save as PDF'. You can now save the file.



### Grapher

Grapher lets you quickly graph equations in 2D or 3D. You can customize the graphs and export them to movies to share with others.

Go to Utilities, then Grapher to open it. To create a new graph, go to File/New. Choose whether you want to create a 2D or 3D graph and select the type. Click Open. Type the formula in the formula bar, then the enter key. Zoom in or out to see the axis. To switch from 2D to 3D, click View, then Switch to 3D.



See the help menu in Grapher for more information about creating and using your graphs as well as working with different types of formulas.

# Get to Know Your Mac

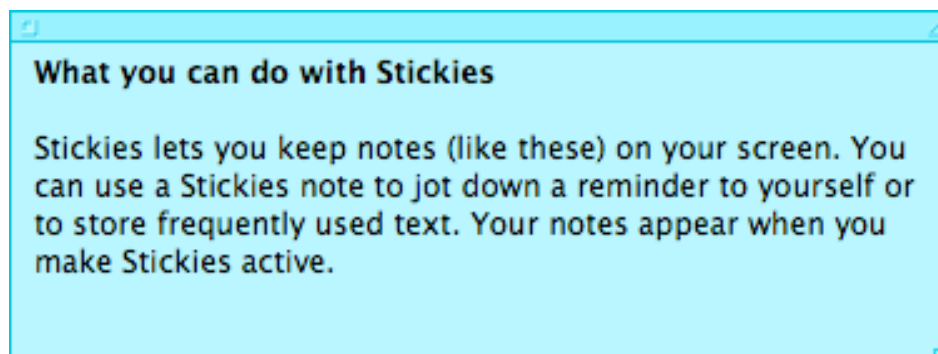
## Dashboard

The dashboard on a Mac will allow you to set up widgets to pop up anytime you click the dashboard icon. There are several to choose from or, you can add more by finding them online. To use the dashboard, click the icon to open it from your doc or from Applications. You can add widgets by clicking the + sign in the lower left corner of the screen. Click on the widget you would like to add. Click and drag the widgets around on your screen to organize them. Click anywhere on your screen to hide the dashboard.



## Stickies

Stickies are digital post-it notes. Your notes will pop up when you open the Stickies program. To use Stickies, Open Finder, then Applications, and then Stickies. Click, File/New note to make a sticky. You can change the color of your notes by clicking, Color, and then click the color you want.



You can copy/paste text into your sticky note or type directly on it. To delete a sticky, click in the circle in the upper left corner of the sticky. To hide your sticky notes, click on Stickies in your doc. Then quit the application by clicking 'Stickies' in the upper left corner of the screen, then Quit.